

## 0240.01 General or isolated emergencies

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Issued January 6, 1997

SUBJECT: General or isolated emergencies.  
APPLICATION: Executive Branch Departments and Sub-units.  
PURPOSE: To establish uniform procedures for dealing with emergency situations.  
CONTACT AGENCY: Department of Management and Budget (DMB) –Office of Facilities, Tenant Services Division.  
TELEPHONE: 517/373-6227 (7:30 a.m. to 5:00 p.m., Monday through Friday)  
517/373-0196 (All other times)  
FAX: 517/241-3143

SUMMARY: In severe weather or civil commotion situations, the DMB will notify each designated department representative if offices are to be closed.

For tornadoes, a seek shelter condition will be announced through the Civil Defense siren network or the building Emergency Monitor Program. Employees should comply with applicable evacuation plans.

For fire, notice will be given in accordance with the applicable emergency evacuation plan. Isolated conditions (those occurring at one building which affect employees only in that building) will be dealt with on a case-by-case basis. If for some reason a building is deemed to be inaccessible, notice will be provided to the affected department designated representatives).

The names and telephone numbers of a designated department representative shall be provided to DMB, Tenant Services Division. The representative will be the key contact for receiving information from DMB on decisions made during both business and non-business hours to close state operating space.

The department representative will be the contact person when recommending to DMB that state operating space be officially closed. Enough corroborating information about existing conditions should be supplied so a well-informed decision can be made.

APPLICABLE FORMS: Building Closure Information Form (attached).

### PROCEDURES:

#### General Information:

- DMB has delegated authority from the Governor as the control point in case of emergency situations that affect State property and employees. This includes leased space as well as state-owned.
- Decisions will be made by the DMB director for closure of all state operating space and subsequent release of state employees from their normal work schedule.

#### Fire:

- Agency:
  - Complies with emergency evacuation plan requirements, as posted in each building.

#### Inaccessibility:

- Mostly applies to facilities, which must be open 24 hours a day, 7 days a week, and therefore cannot be closed (e.g., prisons, hospitals, State Police operations).

- If there are emergencies, which cause State and/or local law enforcement authorities to prohibit persons from traveling in the vicinity of such facilities during an emergency, such facilities will be declared inaccessible to employees.
- Decisions and notice will be made in the same manner as for the closure of all state operating space.

#### Isolated Emergency Situations:

- DMB:
  - Will make the decision whether to close the operations and communicate the decision to each agency located in the facility and the designated representative of each department.
- Agency:
  - Complies with decisions of DMB concerning facility closure.
  - The department will call DMB, Tenant Services at noted numbers if conditions occur at local level and require a decision.

#### Severe Weather and Civil Commotion:

- DMB:
  - Building Closure Coordinator will obtain required information from the Department of State Police, Emergency Management Division, National Weather Service, and local emergency service agencies on an ongoing basis should a situation warrant.
  - Will notify department-designated representative when state-operating space is to be closed for severe weather conditions or civil commotion, including bomb threats.
- Agency:
  - Departments may call the Tenant Services Division at the listed numbers to determine if offices will be closed.
  - Complies with decision of DMB concerning closure of state operating space.

#### Tornado and Shelter Plan:

- DMB:
  - Will communicate a tornado watch status through the Emergency Monitor Program (See Procedure 0250.01) in Tenant Services operated facilities.
  - Tornado warnings to seek shelter will be given through the Civil Defense siren network or the building Emergency Monitor Program.
- Agency:
  - Complies with the Emergency Monitor Program requirements and applicable emergency evacuation plans, including the posted Civil Defense shelter plan, as appropriate.
  - Employees are to return to their workstations when a facility manager, designated emergency coordinator, police or fire official gives the "all clear" signal.

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Distribution Date: 1-6-97  
PROCEDURE 0240.01

**BUILDING CLOSURE  
INFORMATION FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Caller: \_\_\_\_\_ Callers Phone: \_\_\_\_\_

Agency: \_\_\_\_\_ Location of Facility: \_\_\_\_\_

Number of Employees Affected by Closure: \_\_\_\_\_

**Explanation of Problem: (Check all that apply)**

Utility Failure: ☐ Power ☐ Water/Sewage ☐ Other (Describe)

\_\_\_\_\_

Heating System Failure: (Describe)

\_\_\_\_\_

Cooling System Failure: (Describe)

\_\_\_\_\_

Building Damage: (Describe)

\_\_\_\_\_

Other:

\_\_\_\_\_

**How did you verify the problem? (List Contact Name and Number)**

<input type="checkbox"/> Visual Inspection	<input type="checkbox"/> U.S. Weather Bureau	<input type="checkbox"/> Civil Defense	<input type="checkbox"/> Federal Government
<input type="checkbox"/> State Police	<input type="checkbox"/> Local Police	<input type="checkbox"/> Local Gov't Official	<input type="checkbox"/> Local Utility
<input type="checkbox"/> Local Property Owner			

Contact Name(s) and number(s):

\_\_\_\_\_

Steps taken to resolve the problem:

\_\_\_\_\_

Is Reassignment Possible? (Why)

\_\_\_\_\_

**Action Recommended: (Check One)**

☐ RECOMMENDED Facility Emergency Closing--Contacted DMB for Facility Closing Authorization

☐ NOT RECOMMENDED Facility Emergency Closing --

Other (Describe):

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Additional Notes:

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